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## MINUTES

The Town of Manteo Planning and Zoning Board met remotely via Zoom on Tuesday, October 13, 2020 at 6:00 p.m.

The following members were present:

Chairman Sherry Wickstrom  
Member Hal Goodman  
Member Fields Scarborough  
Member Nicole Northrup  
Member Jamie Daniels

The following members were absent:

Also present at the meeting:

Melissa Dickerson, Planner  
Jamie Whitley, Deputy Town Clerk  
Carl Woody, IT Director

Chairman Wickstrom called the meeting to order at 6:07 pm and conducted a roll call. A quorum was present.

**SUBJECT:** Adoption of Agenda as presented or amended

**MOTION:** A motion was made by Member Goodman seconded by Member Northrup to adopt the agenda as presented was approved by the following vote: Ayes: Chairman Wickstrom, Members Scarborough, Goodman, Northrup and Daniels. Noes: None. Absent: None. **Motion passed unanimously.**

**SUBJECT:** Approval of Minutes Regular Meeting September 8, 2020

**MOTION:** A motion was made by Member Goodman seconded by Member Northrup to approve the minutes as presented was approved by the following vote: Ayes: Chairman Wickstrom, Members Scarborough, Goodman, Northrup and Daniels. Noes: None. Absent: None. **Motion passed unanimously.**

## PRESENTATIONS/REPORTS

**SUBJECT:** Update on College of the Albemarle Campus

The Board watched the College of the Albemarle (COA) Presentation that was given at the Board of Commissioners Meeting on October 7<sup>th</sup> by Angie Crawford of Boomerang Design.

Angie Crawford was in attendance virtually and was available for questions by the Board. She apologized for the sound quality for the second half of the presentation. She highlighted the parts from the second half of the presentation.

Chairman Wickstrom stated that everyone is on the same page when it comes to parking because parking is a big deal in our town. She asked how did they come up with the number of 208 parking spaces? What are the projections for parking for new students or new programs that are different from what we currently have?

Ms. Crawford explained that they looked at the current parking that they have on campus now when the building was being utilized as well as how much parking is being used on Russell Twiford as related to square footage and classes over there. They calculated one per office space and seven spaces per classroom including the lecture hall, the new building and the professional arts building to come up with 208 parking spaces. This number coincides with the baseball field as well. This number is over what the college has requested but it is fitting with what other colleges are requiring.

Member Northrup was concerned about the parking because we do not have public transportation and we have people coming from all over. They are adding programs that they didn't have before.

Ms. Crawford pointed out that they are adding programs but they are reducing square footage because they will have less classrooms than the Russell Twiford location.

Member Daniels wanted to know if we could expand on the new building.

Ms. Crawford answered this building will be the central building and as the campus grows there is room to expand on the other side of the professional arts building where the tennis courts are now, the open space and eventually a building where the baseball field is now.

Member Scarborough was concerned about more traffic entering onto Highway 64. He was concerned about the ability to get in and out.

Ms. Crawford stated that the curb cuts on the design are the same curb cuts that currently exist so they will not be adding or taking away any curb cuts. There is also access from Uppowoc Avenue and Fernando Street.

Member Scarborough suggested having an entrance by the light near Grenville Street and possibly adding an extra lane and a traffic light on Fernando Street next to Attorney Wheelless's Office. He stated that the two roads on either side are sufficient and having access to the main highway causes competition with people turning across traffic.

Chairman Wickstrom was concerned about parking for special events, job fairs and community sponsored events. She suggested "proof of parking" by having parking spaces that would be earmarked so if we needed them, they would be available for parking. She suggested the space on Grenville Street that goes into Uppowoc Avenue that could be considered as overflow spaces.

Member Goodman suggested using material that can be parked on that is drainable.

Ms. Crawford was concerned that it will be come impervious and she consulted Town Planner Melissa Dickerson about town regulations on this.

Planner Dickerson stated that she doesn't think this will count toward lot coverage.

Member Northrup doesn't want a situation where we outbuild our capacity to park. We have problems with that already and it is the job of the Planning Board to help alleviate that problem.

Member Daniels wanted to know if the Manteo Way of Building Design Guide was implemented in the design of the new building. The design of the building did not fit the Manteo Way of Building in his opinion.

Member Goodman gave some suggests on how they can alter the exterior to make it look more like the Manteo Way of building.

Ms. Crawford stated that the exterior has materials that look like wood and they are going to be finalizing colors next week and Dare County will be involved with that. The plans have been submitted for permit review. She stated that the site plan is being bid now and the building will be bid next month.

Planner Dickerson explained that the presentation was to show the Board what COA and the County is trying to accomplish on the sight. There were some things that came up during the code compliance review and parking and monument sign were some of the things that came up. The Town Attorney, Town Manager and Planner Melissa worked together to make as little changes as possible to the ordinance but still address some of the concerns for COA and the County as well. The public hearing has been set for November 4 on this proposed text amendment. They are looking for recommendation from the Planning Board. There is time to make recommendations if necessary, at the November 10<sup>th</sup> meeting before the Commissioners Meeting on November 18<sup>th</sup>. The only change to her staff report that she recommends to the Board for the ordinance not to use square footage to determine parking but to use one space per office and seven spaces per classroom and one four seats in the Auditorium. The Planning Board will be expected to approve the zoning permit later. We have not done technical review and she is currently looking at the plans and does not see any major red flags.

Chairman Wickstrom asked for clarification that we do not need to change the code for the earmarked parking, we could just have an agreement that at some point if we needed it then we could do it.

Ms. Crawford agreed that if we need to then she believes yes, we could do that.

Planner Dickerson explained the technical review process and the roles of the county and the town as it relates to the process.

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Member Northrup and Chairman Wickstrom both expressed how exciting it is to have this building and the improvement that it will be in the Town of Manteo.

Member Daniels stated that it will be a real landmark and he stated that he hopes that she doesn't think that we are being nit picky but we just want to get this right because it is going to be a part of our town for a long time. We want to make sure that the details are where they should be because this is something that we are going to be proud of for a long time. He thanked Ms. Crawford for working on it.

Chairman Wickstrom stated that Ms. Crawford is great to work with.

Ms. Crawford asked the Board to give any more questions to Planner Dickerson and they will talk.

The Board and Planner Dickerson thanked Ms. Crawford.

**SUBJECT:** Report on Plan Update Working Group

Chairman Wickstrom gave a report on the plan update working group. She stated that this began in July 2019 with Member Goodman and he handed it over to her in February 2020 but he has been involved the whole time. Commissioner Jason Borland is working as the liaison to the Board of Commissioners and has provided some comments on this. Phase one has officially been completed and it was from July 2019 – September 2020. They broke into sub committees that represented the existing projects in the plan from 2003 - 2005. The groups were:

- Wayfinding
- The Waterfront
- Education and the College of the Albemarle
- Downtown
- Open Space and Stormwater
- Village Neighborhood Improvements
- Commercial Development on the Main Highway
- The Maritime Village Open Air Museum
- Affordable Housing

A preliminary report will be created by Planner Dickerson that will go to the Board of Commissioners in a couple of months.

Phase Two is when a consultant comes in and does public participation process where the public will be involved with the information gathered in Phase One.

Phase Three is from July 2021 – July 2022 and they will continue the work from Phase Two and use all the information for the Comprehensive Land Use Plan.

**PUBLIC COMMENT:** *Members of the public are invited to address the Planning*

*Board. Public Comment is not intended to require the Board to answer any impromptu questions or to take any action on items brought up during the public comment period. Speakers will address all the comments to the Board as a whole and not one individual member. Discussions between speakers and members of the audience will not be allowed. Time limits are 3 minutes per person or 5 minutes per group. Please come forward to the podium and identify yourself so that your statements can be recorded.*

Robin Sawyer – Wanted to know what extent the Manteo Way was consulted and used in the plans for the exterior of COA. She wanted to know to what extent they followed the Manteo versus consulted the Manteo Way.

Planner Dickerson explained that they did review the Manteo Way during the code compliance. She does not have that document in front of her but she can share it with everyone and what the notes were in that regard.

Chairman Wickstrom sat in on the first zoom call when this discussion first started and the architect was on that call and she specifically mentioned both publications of the Manteo Way of Building. She specifically asked that the architect be given both so that they would know what we are talking about.

Planner Dickerson agreed and has had the conversation with them about the Manteo Way a number of times. She knows that it has been reviewed and regarded and the buildings that they used for inspiration were built in the Manteo Way.

Member Goodman wanted to know where the horizontal slats at on the first floor came from because he does not believe it is referenced in the Manteo Way of Building.

Chairman Wickstrom asked, “How much leeway do we have with this exterior, if we have these questions, what can be done?”

Planner Dickerson replied that she does not have the answer to that question.

Member Northrup clarified that the digital rendering makes the CAD look futuristic and it is hard to visualize it as the Manteo Way.

Member Daniels referenced the four pictures at the bottom of the page with the conceptual drawing and he didn't see how the examples carried over into the design. He didn't see anything Edwardian like the Pioneer Theatre or anything like that. He is not suggesting that we change it completely but some simple changes like board and batten siding for part of it would go a long way. He stated that he didn't think it was that far off.

Member Goodman agreed that there was a lot that they can do that won't change the building.

Chairman Wickstrom asked what can be done about their concerns.

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Planner Dickerson stated that she is not sure but she can check with the Town Manager and the Town Attorney. She can play them this recording.

Member Goodman was concerned that if we approve this building and the citizens don't like it then they will catch a lot of flak about it. We raised the issue and we need to follow through to make sure what can be done is done so that people will not be upset.

Planner Dickerson clarified that tonight is not the approval of the plans that will not occur until December. Tonight, is to review the Text Amendment that has been presented.

Member Goodman wanted to let them know earlier rather than later before they got too deep into developing the plans.

Robin Sawyer – The building is perpendicular to Highway 64, which would go against our current 20-year plan where we said that parking would be on Highway 64 and the building behind it.

The new 20-year plan has not been approved yet and may want to look at having this changed for the new plan.

Member Daniels stated that he believes that this plan goes along with the parking ordinance.

Member Goodman referenced the green space that is suppose to serve as a buffer for the parking.

## **NEW BUSINESS**

**SUBJECT:** Review and recommendations to the Board of Commissioner for text amendment application to amend the Zoning Ordinance to update provisions applicable to College, University and Community College Campuses.

Planner Dickerson shared her screen so that the Board can look at the Text Amendment. She went over each change individually and explained the reason for each change.

Two grammatical changes were made to the Text Amendment. Under Part III. Sec. 8-6 (d) (i) the words Outer Banks were capitalized. Under Part IV. Sec. 18-6(n) the word "to" was added between "attached" and "the" so the sentence would read as follows: "Banners used in lieu of permitted signs for longer than two weeks are prohibited unless such banners are attached to the light poles at the limits of the area of a college, university or community college campus."

**MOTION:** A motion was made by Member Goodman seconded by Member Daniels to approve the amended zoning ordinance with the changes as illustrated was approved

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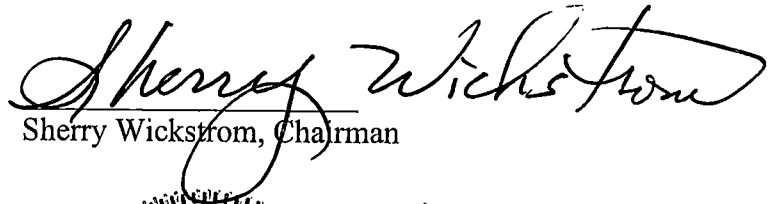
by the following vote: Ayes: Chairman Wickstrom, Members Scarborough, Goodman, Northrup and Daniels. Noes: None. Absent: None. **Motion passed unanimously.**

#### BOARD COMMENTS

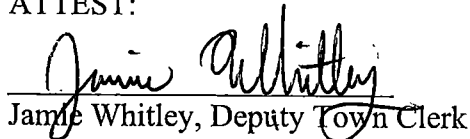
There were no comments from the Board.

**MOTION:** Member Goodman seconded by Member Daniels to adjourn at 7:38 pm was approved by the following vote: Ayes: Chairman Wickstrom and Members Scarborough, Goodman, Northrup, and Daniels. Noes: None. Absent: None. **Motion passed unanimously.**

This the 13<sup>th</sup> day of October 2020.

  
Sherry Wickstrom, Chairman

ATTEST:

  
Jamie Whitley, Deputy Town Clerk





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